

To: Portillos, Christine[Portillos.Christine@epa.gov]; Bielenberg, Ben[Bielenberg.Ben@epa.gov]
Cc: Seabrook, Esther[seabrook.esther@epa.gov]; Poetter, Joe[poetter.joe@epa.gov]
From: Kercado, Carlos
Sent: Mon 8/17/2015 6:51:49 PM
Subject: RE: Gold King Mine Response: Site-Specific Charging

If you have sign in/out sheets that employees need to sign, that information could be shared with home offices, either copies of the sign in sheet or some kind of report for the employee's time as per the sign in sheets if you have somebody entering the sign in/out information into a system (database, XCEL, ...).

For internal control purposes, you want the responders to track their hours so they can report them accurately in PPL; however, for the supervisors to approve you would want the source of the data to be from the Incident Command Post (e.g., scanned copies of sign-in sheets, report from data obtained from the sign-in sheets). But a supervisor should not rely on the employee's hard copy timesheets that he/she is using to track her time; that would be an internal control problem.

Carlos Kercado

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From: Portillos, Christine
Sent: Friday, August 14, 2015 3:18 PM
To: Bielenberg, Ben; Kercado, Carlos
Cc: Seabrook, Esther; Poetter, Joe
Subject: RE: Gold King Mine Response: Site-Specific Charging

Currently, we've the IAP for guidance that states that employees should use the hard copy timesheets to track their time to include their OT. However, I believe the better idea would be to gather that information towards next week timeframe when Joe arrives then I can focus on those needs. The burn rates we're currently using to report out will have to suffice until the pay period ends anyway.

I will have to continue to ask that they're using the timesheets to track their time. If you have suggestions let me know.

Thank you

Christine Portillos

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From: Bielenberg, Ben

Sent: Friday, August 14, 2015 12:56 PM

To: Kercado, Carlos
Cc: Seabrook, Esther; Portillos, Christine; Poetter, Joe
Subject: RE: Gold King Mine Response: Site-Specific Charging

All great questions Carlos...

I'm ccing the FSC in Durango. We have sign in/out sheets that employees are using to track hours, and the Area Commander and Incident Commander have approved OT for all those deployed. I will need to let Christine chime in when she can about getting info back to home offices. May need to be after the end of the PP b/c of the circumstances.

BB

From: Kercado, Carlos
Sent: Friday, August 14, 2015 12:45 PM
To: Bielenberg, Ben
Cc: Seabrook, Esther
Subject: FW: Gold King Mine Response: Site-Specific Charging
Importance: High

Hi Ben,

If responders are expected to work overtime, does it make sense to have Region 6, Region 8 or OEM/EOC to prepare one form per pay period for all responders expected to work OT? This would be easier and more effective than having to do an OT form for every single responder. Also, normally timekeepers are the ones doing the OT form, not the staff, at the request of the supervisor. If responders are NOT expected to work overtime, anytime a responder is requested to work OT, Region 6, Region 8 or OEM/EOC should prepare the form for them. How would a supervisor in the home office/region know his employee has been asked to work OT? My thought is that either Region 6, Region 8 or OEM/EOC; OR the home Region do an OT form when somebody is deployed and the form authorizes OT for the entire deployment.

Also, how supervisors in the home office/region know the hours an employee worked, including OT, so he/she can have that information come timecard approval day comes. Will you guys be sending something to the home supervisors with the actual number of hours worked by the responder?

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From: Wilbur, Jennifer

Sent: Friday, August 14, 2015 2:02 PM

To: OCFO-Regional-Comptroller

Cc: Wilbon, Larry; Burnham, Larry; Flaks, Art; Jennings, Robert; Woolford, James; Gardner, Monica; Giacalone, Kristin; Blackman, Richard; Ripley, Laura; Vanroden, Victoria; Fontaine, Tim; Gonzalez, Daniel; Coogan, Daniel; Stalcup, Dana

Subject: Gold King Mine Response: Site-Specific Charging

Importance: High

Regional Comptrollers & Other Program Offices

Attached please find the instruction/guidance on how to ensure proper charging and tracking of payroll, contracts, and travel resources associated with the response to the Gold King Mine Release. While this may only currently affect some of you, I felt it would be prudent to share with all of you as some of your regional staff may be traveling to assist.

Please share with others as appropriate.

Thank you.

From: Vanroden, Victoria

Sent: Friday, August 14, 2015 1:50 PM

To: Martinez, Lavone; Woodyard, Josh

Cc: Ripley, Laura; Wilbur, Jennifer; Beasley, Lynn; OSWER OEM Managers; Flaks, Art

Subject: Site-Specific Charging Info. for Gold King Mine

Lavone – please distribute this OSWER/OCFO document through the EOC finance desk to appropriate parties. OCFO and OSWER/SBO will also distribute to their contacts. Document approved by OGC. Thanks

Victoria L. van Roden

U.S. EPA/OSWER/OEM/RMD

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